



**Minutes of the Environmental Justice Task
Force
Community Engagement Subcommittee Meeting
March 3, 2020**

The R.I.S.E. Center
21366 MLK Jr. Way
Tacoma, WA 98405 & Zoom Conference Call

Subcommittee members present:

Emily Pinckney, Subcommittee Co-Chair
Megan MacClellan, Subcommittee Co-Chair
Bridgette Valdez-Kogle
Shirlee Tan
Julia Havens

Stephanie Celt
Bill Bennion
Alexandra Doty
David Mendoza
Mike Chang

Task Force staff present:

Elise Rasmussen, Manager
Esmael Lopez, Community Engagement
Coordinator

Guests and other participants:

Megan MacClellan, Subcommittee Co-Chair, called the public meeting to order at 4:16 p.m.

1. INTRODUCTIONS & COMMUNITY AGREEMENTS

Members introduced themselves and the group reviewed the adopted community agreements (on file).

2. MEETING LOCATIONS

The Subcommittee discussed plans for future meeting locations. No final plans were set for future meeting locations.

3. SHAREPOINT & FILE MANAGEMENT

Ms. Rasmussen demonstrated how to use the Subcommittee's SharePoint website. The Subcommittee will be using this site to collaborate on Subcommittee deliverables.

4. FACILITATED DISCUSSION

Megan MacClellan, Subcommittee Co-Chair, introduced the draft outline for the community engagement guidance document – the proposed deliverable for this Subcommittee for the April 2nd Task Force meeting. The Subcommittee discussed one of its preliminary recommendations it will present to the Task Force: Each Washington state agency should create its own agency-specific community engagement guide by taking from the guidance document this Subcommittee creates. The guidance document would include best practices for community engagement and existing resources and examples that agencies can use to collate their plans.

The Subcommittee had a lengthy discussion about the process to create this document, as well as content-specific questions, including:

- The audience: This document will be geared towards agency employees implementing community engagement efforts.
- How to integrate federal mandates for community engagement.
- How to build on guidance from existing community engagement plans without being duplicative.
- How this guidance document can inform agency decision making across agency activities that do not traditionally include public engagement.
- How agencies can own the process of creating a specific community engagement plan catered to the agency's needs, thereby implementing the Subcommittee's recommendation.
- How to encourage agency accountability within this guidance document.
- How to integrate community feedback throughout this guidance document.
- How to incorporate examples and resources for community engagement in this document.

5. GOALS FOR APRIL 2 DELIVERABLE

The Subcommittee discussed how they should complete their sections. Some members said they plan to write draft content, while others are going to write a proposal or an outline for their sections. Ms. Rasmussen and Megan MacClellan, Co-Chair said they plan to work together to collate sections for the final deliverable for the April 2, 2020 Task Force meeting.

6. PLANNING MARCH WORK TO MEET APRIL 2 DEADLINE

Ms. Rasmussen said she would work with the Subcommittee Co-Chairs to create a sign-up sheet for members to select which elements of the guidance document they would like to work on. Subcommittee members discussed how they would complete their sections, and the deadline for the work.

7. NEXT STEPS & GOOD OF THE ORDER

The Subcommittee addressed any final questions and comments.

8. ADJOURNMENT

Megan MacClellan, Subcommittee Co-Chair, adjourned the meeting at 5:58 p.m.

GOVERNOR'S INTERAGENCY COUNCIL ON HEALTH DISPARITIES

First Name Last Name, Co-Chair

First Name Last Name, Co-Chair

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